

## **Summary of Changes to the Guidelines for the Non-Competitive Litter Prevention and Recycling Grant**

- ✓ Carry-forward is no longer permissible. As long as grant funds are committed on or before June 30<sup>th</sup>, the funds can be reported as having been spent on the Accounting Report.
- ✓ Performance and Accounting Reports (P&As) will be due August 1 instead of August 31. We hope that the earlier date will facilitate earlier grant awards by DEQ. Since this is a major change, we recommend giving applicants a 30-day grace period for submitting the Fiscal Year 2009 – 2010 Accounting Report.
- ✓ On-line submission of the Performance part of the P&A will be available. Litter program managers will be strongly encouraged to submit their data in the new electronic format. We have asked DEQ to work with the VCLPR to pilot test the on-line system.
- ✓ Several technical changes have been made to the P&A Report. They are:
  - Categories of allowable expenses on the Accounting Report have changed. The subcommittee drafted definitions of what expenses can be included in each category.
  - Data reporting for communications on the report was simplified. Media contacts and quantity of publications were removed. The subcommittee indicated that the method of communication used is more important than reported quantities.
  - Emphasis is placed on collecting information about volunteer cleanups – not continuous cleanups that are conducted by paid staff.
  - Estimates for cubic yards of litter have been modified to assume that a bag of litter weighs approximately 30 pounds.
  - Allowable expenditures should include solid waste disposal fees ONLY ASSOCIATED with volunteer cleanups.
  - Dues for professional memberships should not be an allowable expense.